

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY/TUCSON WOMEN'S COMMISSION and to the general public that the PIMA COUNTY/TUCSON WOMEN'S COMMISSION

Will hold the following meeting which will be open to the public

Pima County/Tucson Women's Commission

Branding and Visibility Committee Meeting
Wednesday, September 25, 2019 5:15-6:30pm
Community Foundation Campus
5049 E. Broadway Blvd, Tucson, Arizona 85711

LAR/Proposed Minutes

1. Call to Order – 5:42 p.m. Present: J.P Wilhite, M. Parham, A. Hernandez, and M. Phininzy. Absent: A.J Flick
2. Review of Minutes – J.P Wilhite made a motion to accept minutes, A. Hernandez, 2nd the motion. Motion passed with full vote. Yes (4) No (0)
3. Community Conversation Roundtable Planning
 - a. Review plan and follow up steps
 - i. Venue - Community Foundation Campus, 5049 E. Broadway Blvd
 - ii. Date and Time – Tentative, Wednesday, October 9, 2019 from 5:30pm – 7:30pm
 - iii. Non-profit organization list – A. Hernandez will create spreadsheet with RSVP's and share with the committee.
 - iv. Flier/Invitation
 - b. Cost - \$325.00
 - i. Venue - \$175.00 – J.P Wilhite will email invoice to B. Smith and M. Phininzy for payment
 - ii. Food - \$150.00 – M. Parham will purchase food and take receipts to Treasurer B. Smith for reimbursement.
 - c. Other logistical pieces
 - i. Agenda - M. Phininzy will update and put the new agenda in the Branding and Visibility Google folder.
 - ii. Powerpoint – M. Phininzy will update power point and put it in Google folder.
 - iii. Sign-in sheet and name tags – A. Hernandez will create a sign-in sheet. M. Parham will get the name tags.
 - iv. Pen, paper, note pads – M. Parham will purchase pens, note pads, Post-it Chart papers and stickie's and get receipts to the treasurer B. Smith for reimbursement.
 - v. Other

d. Next Steps

4. PCTWC Brochure – M. Phininzy will follow up with A.J Flick
5. Adjournment – 6:25 p.m.

***Persons with a disability may request reasonable accommodation by contacting the PC/TWC at (520) 624-8318. Request should be made at least 48 hours before the scheduled meeting to allow time to arrange the accommodation.**